

## INFORMATION BULLETIN

# REQUIREMENTS FOR EMERGENCY FIRE SAFETY/EVACUATION SIGNAGE PLANS

**Code Reference:**

California Administrative Code Title 19, Section 3.09 Emergency Planning and Information.

California Fire Code, Section 404.2 & 404.3.2

These provisions apply to the installation of emergency evacuation plans and maps in group A occupancies other than places for religious worship with an occupant load factor of less than 2000, all office buildings 2 or more stories in height, and B occupancies having an occupant load of 500 or more, Group E, Group H, Group R-1, Group R-2 college buildings, Group R-4, Group I, Division 1 and 2 occupancies.) Group M buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge and covered malls over 50,000 sq. ft. (See the CBC for requirements in other buildings.)

1. The owner(s) or operator(s) of the occupancies shall provide a floor plan providing emergency procedures information. This shall be posted at every stairway landing, at every elevator landing, and immediately inside all public entrances to the building.
2. For hotels, motels and lodging houses, every guestroom available for rental shall have clearly visible emergency procedures information printed on a floor plan representative of the floor level and posted on the interior of each entrance door or immediately adjacent to such entrance door. (Oral communication in itself does not fulfill the intent of this section.)
3. Emergency procedures information shall provide all ambulatory, non-ambulatory, and the physically disabled, instructions to be followed in the event of an emergency. Emergency procedures information shall include, but not be limited to the following:
  - a. Location of exits and suggested exit paths of travel. (Primary and secondary) Also areas of refuge if provided.
  - b. Directions for exiting procedures; (ie. "Exit in a calm and orderly fashion. Assist injured occupants if time permits, and make sure all doors are

closed behind you. Once you have evacuated to a safe location, immediately call 911.)

- c. Location of fire alarm initiating stations, if required.
- d. Location of fire extinguishers and/or suppression devices including occupant use hose stations.
- e. Fire Department emergency telephone number (911).
- f. The prohibition of elevator use during emergencies, if any.
- g. Each map at each location should have a “You Are Here” indicator pin pointing the occupants location.

The information shall be representative of the floor level and be posted so that the bottom edge of such information is not located more than 4-feet above the floor, where it can be easily identified. Emergency procedures information shall be printed with a minimum of 3/16-inch non-decorative lettering providing a sharp contrast to the background.

Attached are two examples:

**Note:**

Fire and Evacuation drills shall be conducted as line out in Table 405.2.

**TABLE 405.2  
 FIRE AND EVACUATION DRILL  
 FREQUENCY AND PARTICIPATION**

GROUP OR OCCUPANCY	FREQUENCY	PARTICIPATION
Group A	Quarterly	Employees
Group B <sup>c</sup>	Annually	Employees
Group E	Monthly <sup>a</sup>	All occupants
Group I	Quarterly on each shift	Employees <sup>b</sup>
Group R-1	Quarterly on each shift	Employees
Group R-2 <sup>d</sup>	Four annually	All occupants
Group R-4	Quarterly on each shift	Employees <sup>b</sup>
High-rise buildings	Annually	Employees

a. The frequency shall be allowed to be modified in accordance with Section 408.3.2.  
 b. Fire and evacuation drills in residential care assisted living facilities shall include complete evacuation of the premises in accordance with Section 408.10.5. Where occupants receive habilitation or rehabilitation training, fire prevention and fire safety practices shall be included as part of the training program.  
 c. Group B buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.  
 d. Applicable to Group R-2 college and university buildings in accordance with Section 408.3.